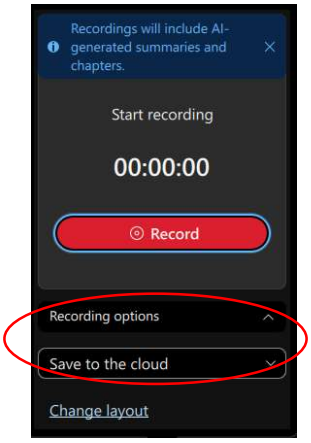
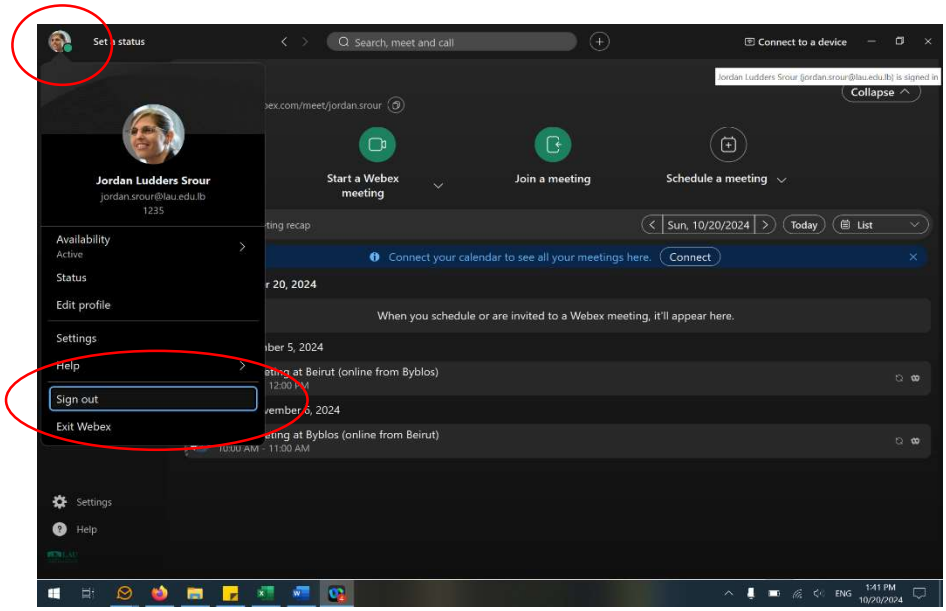
Hybrid Classrooms Quick Guide

1. Open Webex and sign in on the desktop in the classroom; you will need to use your full LAU email address on the initial webex screen, but will then you will be ported to the standard LAU login where you will use your username as usual.
    a. If the last instructor left themselves signed in to Webex, please sign-out from their account by clicking on their avatar in the upper left and selecting sign-out.
2. Go to the meetings area by clicking the calendar icon in the leftside menu, then start a "Personal Room" meeting by following the small dropdown arrow next to the "Start a Webex meeting" area. [If the video and audio appear to be working, skip to step 5.]
3. Next go to the microphone button that reads "Mute" and click on the drop-down arrow and select: Use system setting for both the microphone and audio. The defaults should be correctly selected already. If not, be sure to select "Wireless GO II RX".
4. Next go to the "Start video" button click on the drop-down arrow and select one of the following three options (it will vary by room). Note, the correct camera should already be selected by default.
    a. DVI2USB 3.0…
    b. NDI Webcam Video 1
    c. OBS Virtual Cam
5. Click on the "Start meeting" button
    a. If you are sharing content from your laptop, please make sure to join the Webex meeting from your laptop and share content.
6. Make sure to record your session and Choose "Save to the Cloud" in the Recording options section.
7. When you are done, SIGN OUT of Webex by clicking on your profile picture in the upper left corner, then selecting sign out in the drop down.





NOTE: An IT Support personnel will be present in every floor to deliver the needed charged microphone at the beginning of every class.

Microphones are to be delivered back to the IT Support personnel at the end of the class.

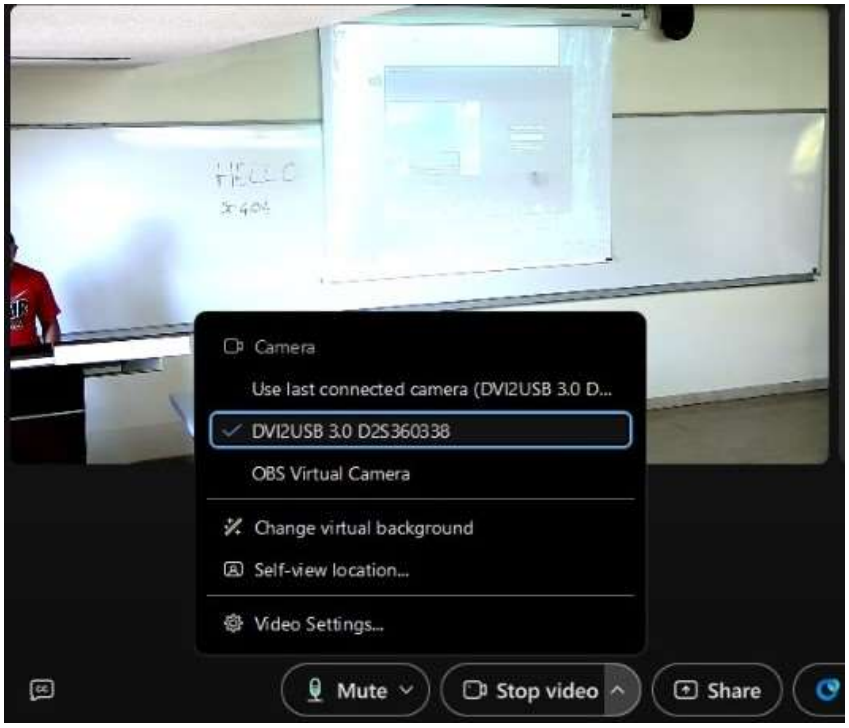
In the case you could not locate the IT Support person, please leave the microphone locked in the lectern.

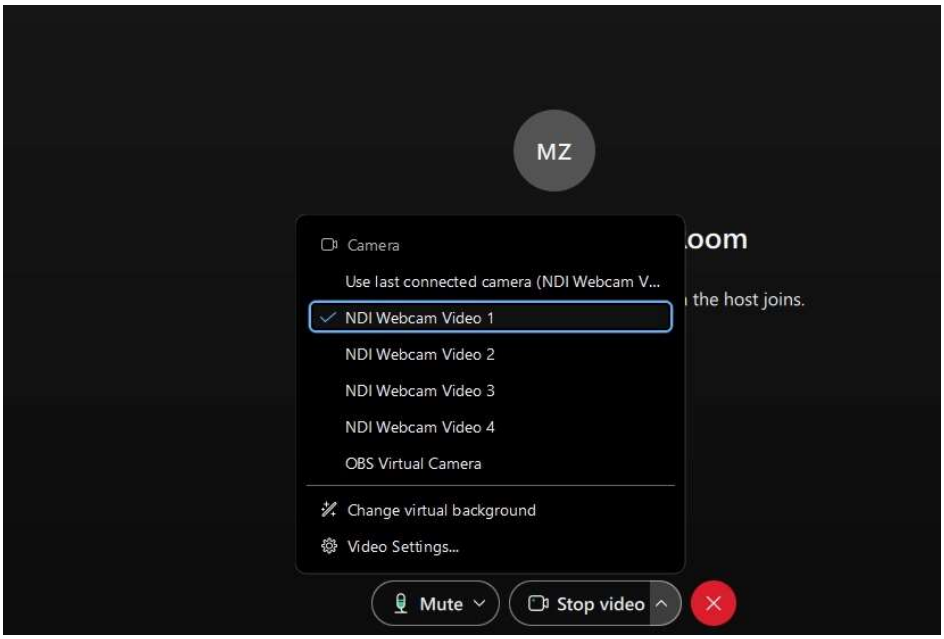
Call the IT Helpdesk on extension 1000 for any help or needed support.

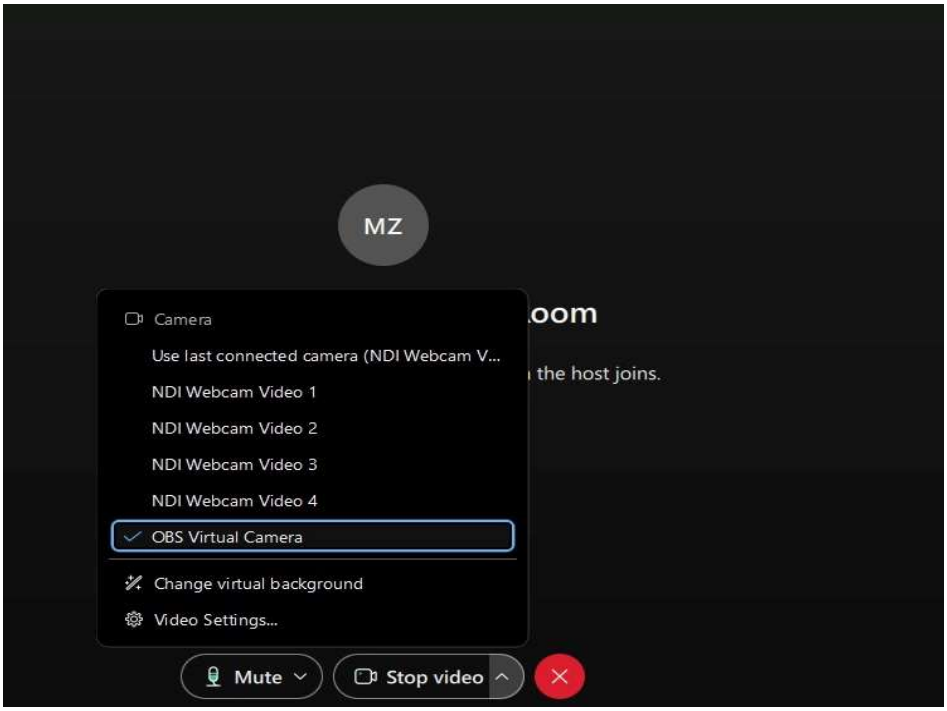
The below images are applicable for steps 3 and 4, if the defaults are not set right.

a. Choose your microphone and speaker:

b. Based on the camera installed in the classroom, you will get one of the following options shown below.




MZ
Camera
Use last connected camera (NDI Webcam V...
NDI Webcam Video 1
NDI Webcam Video 2
NDI Webcam Video 3
NDI Webcam Video 4
OBS Virtual Camera
Change virtual background
Video Settings...
Mute
Stop video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